



# REQUEST TO TAKE COURSES AT ANOTHER INSTITUTION

<b>Student Name:</b>	Last	First	M.I.	<b>Student ID Number:</b>
<b>Address</b>				<b>Major</b>
				<b>Class Standing</b>
<b>College or university you plan to attend:</b>				<b>Semester/Year</b>

**Regulations Governing Transfer of Credit: Please Read Carefully.**

1. Assignment of transfer credit is subject to standard evaluation by the Point Park academic schools. The academic schools will also check to be certain that the course content is not substantially equivalent to that of courses which already appear on the student's record. If it is determined that the grade earned is below the minimum required for transferring credit (C or its equivalent) or that the course is repetitious, credit will not be assigned.
2. Transcript of work must be sent directly to Point Park University, Office of the Registrar.
3. Grade(s) earned at another institution will not be averaged into your GPA at Point Park University.
4. The student must have a status of sophomore or higher with a GPA of 2.0 or higher.
5. No more than one course per semester and two courses during the summer may be taken.
6. No more than a total of six courses from the time of matriculation to graduation will be permitted.
7. Students may not repeat Point Park University courses for credit at another institution.
8. Students cannot take courses at another institution after completing 89 credits.

Dept.	Course Number	Credit Hours	Course Title*	Recommendation of Academic Adviser	Point Park Equivalent (If Known)
				Grant _____ Deny _____ Signature _____	
				Grant _____ Deny _____ Signature _____	

**Alternative Courses**

				Grant _____ Deny _____ Signature _____	
				Grant _____ Deny _____ Signature _____	

*\*Student may be required to present a detailed course description for each course to be taken elsewhere in order to secure departmental recommendation.*

<b>Dept. Chair or Program Director Signature</b>	<b>Date</b>	<b>Dean</b>	<b>Date</b>
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